

DATE: September 6, 2006

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2006-11
Revisions to the Weekly Employment Report, Form 1199

Effective immediately, the contractor and subcontractor is no longer required to submit the Weekly Employment Report (Form 1199) to the delivery/project engineer. The Weekly Employment Report (Form 1199) is now the Annual Employment Report (Form 1199). The contractor and subcontractor must submit the report annually when work is performed during the last full week of July.

The contractor will send the Annual Employment Report (Form 1199) directly to MDOT's Business Development Division, P.O. Box 30050, Lansing, Michigan, 48909. Contractors may also complete and submit this report electronically through the Business Development Division's Web site at <http://mdotwas1.mdot.state.mi.us/public/sblar/>. If the Web site is used, the paper form does not need to be completed. The Annual Employment Report (Form 1199) is not to be submitted to the delivery/project engineer.

Please share this information with consultants and local agencies within your area.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:AW:kab

Index: EEO/OJT Program

cc: C & T Division Staff
J. Polasek
M. DeLong
M. Van Port Fleet
J. Reincke
J. Culp
B. O'Brien
P. Collins
C. Rademacher
P. Sebenick

G. Moore
K. Reincke
T. Fudaly, FHWA
ACEC
APAM
CRAM
MAA
MCA
MCPA
MITA